



Community Development Department

Planning Division

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Accessory Dwelling Units (ADUs)

SUBMITAL REQUIREMENTS

- Completed Project Application
- Seven (7) sets of plans which should include:
Site Plan and Architectural Plans (Elevations)
- Two (2) sets of the Preliminary Grading Plan
- Copy of Preliminary Title Report, if easements exist
- Color Photos of the Existing Building(s) on site
- Current Application Fee \$ _____

EXHIBIT REQUIREMENTS

SITE PLAN (minimum scale shall be 1 inch = 20 feet)

- Title block indicating drawing scale, name, address and telephone number of applicant, person responsible for preparing plans, date of plan preparation, North arrow (top of plan to be oriented to the North).
- Legal description, Assessor's Parcel Number, and size of Parcel
- Indicate location of all existing mature trees or large boulders
- Indicate building distance from all property lines and accessory structures
- Indicate location and type of proposed and existing fencing, gates, walls, fire hydrants, utility poles, street lights, driveways, and street improvements
- Indicate location and names of all streets, alleys and right-of-way providing legal access to the property
- Indicate existing and proposed grading contours and pad elevations.

ARCHITECTURAL PLAN (minimum scale shall be 1/8 inch = 1 foot)

- Elevations shall show all dimensions and all sides of the structure
- Provide a roof plan with pitch
- Provide a preliminary floor plan with dimensions

APPLICATION PROCESS

Each application must be submitted with the required processing fee and all applicable submittal requirements. Additional information or materials may be needed before an application is accepted as COMPLETE. An incomplete application may be closed if it remains inactive for 180 days or more.

PLANNING DIVISION

Accessory Dwelling Unit Requirements

A. Purpose and Intent.

1. Accessory dwelling units (ADU) as defined herein are a permitted accessory use. This chapter establishes location and development standards for the construction and occupancy of accessory dwelling units on single-family residential lots. The standards herein serve to ensure accessory dwelling units are constructed in a manner that is consistent with the requirements and allowances of state law.
2. An accessory dwelling unit does not exceed the allowable density for a lot upon which an ADU is built. ADUs are a residential use that is consistent with the existing general plan and zoning designation.

B. Applicability. Each accessory dwelling unit (ADU) shall require approval of an administrative plot plan, and shall comply with the development standards for the district in which it is located and the provisions of this section.

C. Property Development Standards. Accessory dwelling units shall comply with the following development standards:

1. The lot is zoned for single-family or multifamily use and contains an existing, single-family dwelling.
2. Only one ADU is allowed per lot/parcel.
3. The ADU must be on the same lot as the existing dwelling.
4. The ADU shall not be for sale separate from the primary residential dwelling on site, unless the land containing the second unit accessory dwelling unit (ADU) is first divided from the property containing the main unit in accordance with the city's subdivision regulations.
5. The applicant shall be the owner-occupant of the property and shall reside in either the primary residence or the ADU.
6. The minimum lot size for a parcel to be eligible for a detached accessory dwelling unit (ADU) shall be seven thousand two hundred (7,200) square feet. There is no minimum lot area required for an attached ADU.
7. Total lot coverage, including the ADU, shall be as permitted within the underlying zoning district. If no lot coverage is specified, the maximum lot coverage allowed is 50%.
8. The minimum square footage of a detached ADU shall be four hundred fifty (450) square feet. The unit shall include permanent provisions for living, sleeping, eating, cooking, and sanitation.
9. The maximum square footage of the ADU shall be no greater than one thousand two hundred (1,200) square feet, except when the primary dwelling unit is one thousand two hundred (1,200) square feet or smaller. In that case, the ADU may exceed one thousand two hundred (1,200) square feet subject to the development standards for the zoning district.
10. ADUs shall follow the development standards of the zone in which a lot is located, including but not limited to height, lot coverage, and setbacks.
11. Setbacks are not required for an existing garage that is converted to an ADU. An ADU that is constructed above a garage requires a five foot setback from the side and rear lot lines.

12. ADUs shall be located at the rear or the side of the existing single family dwelling unless it is demonstrated to the satisfaction of the Community Development Director that the ADU can only be located in front of the single family dwelling due to extraordinary or physical constraints of the lot.
13. The entrance to an attached ADU shall be separate from the entrance to the primary dwelling unit and shall be located/designed in a manner as to eliminate an obvious indication of two units in the same structure.
14. Plans that demonstrate an unobstructed pathway extending from a street to one entrance of the ADU are desirable prior to approval of an ADU application; however, is not a mandatory requirement for an ADU.
15. The unit shall have adequate water supply and sewage disposal capability.
16. ADUs, when converted from existing accessory structures, are permitted without additional restrictions provided the structure has independent exterior access and side and rear setbacks sufficient for fire safety.
17. ADUs shall be subject to all development fees specified by city ordinances or resolutions for ADUs.
18. Parking Requirements, consistent with Chapter 9.11 of this title:
 - a. One parking space is required per bedroom of an Accessory Dwelling Unit and may be provided through tandem parking.
 - b. Parking is allowed in rear and side setback areas. No parking is allowed in front setback areas.
 - c. When a garage or covered parking structure is demolished in conjunction with the construction of an Accessory Dwelling Unit, the replacement parking spaces may be located in any configuration on the same lot as the Accessory Dwelling Unit, including but not limited to covered spaces, uncovered spaces, or tandem spaces. However, replacement parking will not be a mandatory requirement.
19. Parking Exemptions. Additional parking spaces are not required for Accessory Dwelling Units in any of the following instances:
 - a. The ADU is located within one-half mile of a public transportation stop along a prescribed route according to a fixed schedule; or
 - b. The ADU is located within one block of a car share parking spot; or
 - c. The ADU is located in a historic district listed in or formally determined eligible for listing in the National Register of Historic Places and the California Register of Historical Resources or as a City Historic Preservation Overlay Zone; or
 - d. When on-street parking permits are required but not offered to the occupant of the Accessory Dwelling Unit; or
 - e. The Accessory Dwelling Unit is part of the existing Dwelling Unit or an existing accessory structure.

20. New detached or attached ADUs shall be compatible with the architectural style of the primary residence in design features. To determine architectural compatibility, the ADU must possess at least three of the following design elements in common with the primary building on the site:
 - a. Wall covering materials (wood, stucco, metal);
 - b. Wall texture (smooth, stucco, lace stucco, lap siding);
 - c. Roofing material (tile, shake, composition, metal);
 - d. Roof pitch;
 - e. Structural eaves;
 - f. Mass and scale of structure relative to structural height;
 - g. Window characteristics (few or numerous, single pane, multi-pane, decorative); and
 - h. Decorative treatments (pop-outs, columns, dormers, window surrounds, decorative arches)
21. Outside stairways serving ADUs should not be located on any building elevation facing a public street; and when unavoidable, the design of the stairway shall mute/mitigate any potential negative aesthetic impact and maintain the character of the existing single family residence.
22. The property owner(s) shall enter into a written agreement with the city, in which the owner(s) agree to use the premises in compliance with the requirements of this section, any applicable enactments of the city council, and in form acceptable to the city attorney and the community development director. The written agreement shall include that any lease executed on an ADU shall automatically become a month to month tenancy at the time of sale or transfer of the property. Recordation of such agreement in the files of the county recorder shall be completed prior to issuance of a building permit for the ADU.

(Ord. 912 § 20, 2016; Ord. 817 § 3.3, 2010; Ord. 475 § 1.4 (part), 1995; Ord. 428 § 1.2, 1994; Ord. 359, 1992)

SP1* = SITE PLAN (Custom Homes)

SP2* = SITE PLAN (Accessory Dwelling Unit)

PGP* = PRELIMINARY GRADING PLAN (Do Not Use City Standard Title Block)

A = ARCHITECTURAL PLAN

TITLE SHEET SHOULD INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING ITEMS:

X	X	X	X	1. Contact information for the <i>Applicant, Developer, Property Owner</i> and <i>Plan Preparer</i> . (i.e. Business and/or contact name, mailing address, office and/or mobile number, & email)
				2. All applicable project information, such as:
X	X	X	X	a. Site address, if available.
X	X	X	X	b. Assessor's Parcel Number(s).
X	X	X		c. Complete Legal Description for subject property(ies).
X		X		d. Total gross and net (disturbed) acreage.
		X		e. Total proposed earthwork quantities (i.e. cut/fill, etc.).
X	X			f. Existing & proposed land use zoning designation(s).
X		X		g. FEMA Flood Zone designation(s).
		X		h. Topography source and date.
		X		i. List all utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable.
				3. In the lower right-hand corner, include the following items:
X	X	X	X	a. Title of Plan (i.e. "Site Plan", "Preliminary Grading Plan", etc.).
X	X	X	X	b. City Case Number(s) (PENXX-XXXX).
X	X	X		c. Parcel/Tract Map Number (PM/TM XXXXX), if applicable.
X	X	X	X	d. Date of plan preparation.
X	X	X		4. A detailed project description, including proposed & existing buildings, structures & uses.
			X	5. A table indicating square footage calculations per floor and total for each building shown, and per dwelling unit, as applicable.
X	X	X		6. A list of all easements of record affecting the subject property and include the holder, purpose, recorded date & instrument or map number, etc.
X		X		7. General Notes to include project-specific information.
X	X	X		8. A vicinity map, showing site relationship to adjacent roads & nearest freeway/highway, a north arrow (facing up), & a scale (or "N.T.S." stated).
X	X	X		9. A legend, showing only items used & that match exactly in the plan view (i.e. symbols, line types, hatches, & abbreviations, etc.)

* A separate preliminary grading plan may not be required if all details required for either a Custom Home or an Accessory Dwelling Unit can be **combined** & clearly shown on the Site Plan.

THIS CHECKLIST INDICATES THE MINIMUM INFORMATION REQUIRED ON THE RESPECTIVE PLAN BEING SUBMITTED FOR YOUR PROJECT.

NOTE: ADDITIONAL INFORMATION MAY BE REQUIRED DURING THE REVIEW PROCESS, INCLUDING INFORMATION NOT SPECIFICALLY REQUIRED BY THIS CHECKLIST.

YOUR COOPERATION IN PROVIDING THIS INFORMATION EARLY ON WILL ENSURE THAT YOUR PROJECT CAN BE REVIEWED IN THE MOST EXPEDITIOUS MANNER POSSIBLE.

SP1* = SITE PLAN (Custom Homes) (* These can be shown on 1 plan if not too much information)

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ALL OTHER SHEETS SHOULD INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

X	X	X		10. A graphical bar scale (number of feet per inch).
		X		a. 1" = 40' Engineering Scale (unless otherwise approved)
X	X			b. 1" = 20' minimum Engineering Scale
			X	c. 1/8" = 1' minimum Architectural Scale
X	X	X		11. A north arrow.
X	X	X		12. All overall dimensions as required.
X	X	X		13. Clearly differentiate existing from proposed structures/improvements. ✓ Existing = light / dashed / screened back. ✓ Proposed = dark / solid.
X	X	X		14. Show the APN Numbers for the subject property & adjacent properties.
X		X		15. Show & label the FEMA floodplain & floodway limits, if applicable.
X		X		16. Show & label areas subject to liquefaction or other geologic hazard, and/or if within a Special Studies Zone (i.e. fault, etc.), if applicable.
X			X	17. Show location of all existing & proposed right-of-way/property lines for the project site & adjacent properties. ✓ Use a unique line type, typically a 'phantom' (--- -- -- ---). ✓ Project site boundary shall be shown with a thick line type and labeled with bearings and distances.
X				18. Label existing use & zoning of subject property & adjacent properties.
X		X		19. Show, label & dimension all proposed dedications & indicate the use. ✓ Include any proposed right-of-way to be vacated.
		X		20. Show, label & dimension all existing and/or proposed easements and identify any to be abandoned, quitclaimed and/or relocated.
	X	X		21. Show & label all existing and/or proposed utility appurtenances (i.e. fire hydrants, manholes, vaults, transmission lines, power and/or telephone poles, street lights & underground utilities, etc.) on or adjacent to the subject property (within 50' min.). ✓ Include disposition notes for all existing items ("To be removed", "To be relocated", "To be undergrounded", etc.). ✓ Show & label the nearest fire hydrant & street light (if not within 50').
X	X	X		22. Show & label all existing structures on and/or adjacent to the subject property. ✓ Include disposition notes ("To be removed", "To be relocated", "To remain in place", etc.)
X	X	X		23. Show, label & dimension all existing and/or proposed walls. ✓ Include disposition note ("Per separate permit") if proposed. ✓ Ensure height limitations per Municipal Code Sections 8.21.100 & 9.08.070.
X		X		24. Show, label & dimension all existing & proposed frontage street improvements.
X		X		a. Include existing improvements on the opposite side of the street.
		X		b. Include approximate grades, centerline radii of curbs & top of curb (TC) elevations at every 25' to 50' along property frontage.
X		X		c. Indicate if street(s) are private, if applicable.
		X		25. Show, label & dimension all proposed street improvement transition at the property boundary to join existing conditions/improvements.
		X		26. Show & label all existing & proposed underground utilities (i.e. sewer, storm drain, water, etc.). ✓ Include location of all existing and/or proposed service connections.
X	X	X		27. Show & label the septic disposal system and its 100% expansion area, if applicable. ✓ Include location of septic tank and dimension to nearest structure(s).
X		X		28. Show typical street improvement cross-sections (ROW to ROW) for any street fronting the subject property, and include:
X		X		a. City classification name and standard number.
		X		b. Existing & proposed surface & underground improvements.
X		X		c. Existing & proposed right-of-way lines with N/S/E/W designations.
		X		d. All related dimensions from centerline.

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		X		29. Show & label all existing topography with five (5') foot max. contour intervals. ✓ If adjacent properties are vacant/unimproved, contour lines shall extend 300' beyond. ✓ If adjacent properties are developed/improved, contour lines shall extend at least 50' beyond.
		X		a. Include all existing slopes with degrees (X:1), top & toe of slope labels, directional "carrots", etc.
		X		b. Include all existing drainage swales with % grades & flow line elevations.
		X		30. Show & label all proposed grading (cut/fill) with 5' ft. max. contour intervals. ✓ Ensure a 2' min. setback from public right-of-way before the top/toe of any 2:1 slope / 3' min. if slope height is greater than 10'.
		X		a. Include all off-site grading, if applicable.
		X		b. Include all proposed slopes with degrees (X:1), top & toe of slope labels, directional "carrots", setbacks from structures & property lines, etc.
X		X		31. Show, label & dimension all proposed building pads.
		X		a. Include pad & finished floor elevations, surrounding spot elevations, percent grades & swale flow lines at every 25' & at building corners.
X		X		32. Show, label & dimension representative cross-sections at all property boundaries and anywhere else required to clearly indicate proposed work.
		X		a. Include elevations and all property boundaries and other necessary areas.
		X		33. Show & label all spot elevations, as necessary.
X	X	X		34. Show, label & dimension all existing and/or proposed fences, gates & walls.
X	X	X		35. Show, label & dimension all existing and/or proposed driveways, and/or turnarounds. ✓ All proposed driveway approaches shall be per current City standards & be perpendicular to the street (if possible). ✓ All proposed driveway widths shall be designed per Municipal Code Table 9.11.080-13. ✓ All driveway grades shall be 12% maximum. ✓ Any proposed decorative pavers shall be outside the public right-of-way.
X	X	X		a. Include a 4' right-of-way dedication behind the approach, if applicable.
X		X		36. Show, label & dimension all existing and/or proposed dwellings, buildings or other structures. ✓ Include disposition notes ("To be removed" or "To remain in place")
			X	a. Include height of all proposed dwellings, buildings or structures.
			X	37. All floor plans and elevation exhibits for each proposed building shall include, but not be limited to, the following items: ✓ Do not include landscape, figures, or other presentation decorations.
			X	a. Scaled elevations of all sides showing height dimensions & details of proposed materials and color.
			X	b. Type of construction & occupancy classification per the current Uniform Building Code (UBC).
		X		38. Show & label all existing and/or proposed Water Quality Best Management Practice's (BMP's). ✓ Ensure all areas are treated by BMP's prior to being conveyed offsite to a public drainage facility.
		X		a. Include details and/or sections, as necessary.
X		X		39. Setback dimensions from existing and/or proposed property/right-of-way lines.
X		X		40. Setback dimensions from existing and/or proposed structures & paved areas.
				41.
				42.
				43.
				44.
				45.